



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 7, 2023
PREPARED BY: Lydia Collins, Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a contract awarding a copier lease bid for copiers at City Hall, Manor Police Department, and Public Works.

BACKGROUND/SUMMARY:

The contract will include 1 copier at City Hall, 1 copier at Manor Police Department, and 1 copier at Public Works. The TLC contract for copiers at City Hall and Police is due to terminate in November 2023 and the Toshiba contract for the copiers at Court and Public Works expired in October 2022. The copier at Public Works has had several repairs and parts for repairs are no longer available. The 3 quotes provided are from vendors that are part of a cooperative we are members of for government purchasing.

LEGAL REVIEW: Yes
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Toshiba Quote
- Visual Edge Sharp Quote
- Canon Copier Quote

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve and authorize the City Manager to execute a contract with Visual Edge IT.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**
